

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Interim Procedure  
With revised definitions for “age-out” and “grad”**

**Procedure No:** I.B.1.PR.002

**Subject:** Resource Planning for Students  
Completing Educational Services

**Section:** Service Delivery, Planning and Resource  
Allocation

**Issue Date:** March 28, 2007

**Effective Date:** Upon Release

**Revised:** July 23, 2015

**Approved:**/s/Morna A. Murray

**A. Purpose**

The purpose of this directive is to ensure that future High School Graduates (Grads) and Ageouts are referred, in a timely manner, to the Planning and Resource Allocation Team for tracking in the PRAT Database and consideration for budget planning and funding requests. It is also intended to ensure that there will be one statewide database used for planning and cost projections for Grads and Ageouts.

Employment options will be the primary focus when planning for post graduation services, unless contraindicated by the person’s planning team.

**B. Applicability**

This Directive applies to all school age children and young adults through the age of 21, who are enrolled as individuals receiving services from the department, and the Case Managers and Transition Coordinators who support them.

**C. Definitions (Revised definitions for “age-out” and “grad”)**

**Ageout:** An individual eligible for DDS funding and services between the ages of 18 and 21 who is receiving residential supports and who (1) has non-DDS funding from a state or municipal agency or local education agency (LEA) that ends at a certain age, generally 21; (2) is receiving funding from the DDS Behavioral Services Program (BSP); (3) is a youth whose family receives funding of not less than \$14,000 from the Department of Children and Families (DCF) for a subsidized adoption; or (4) is placed outside of the family home by DCF. To be eligible for residential age-out funding, an individual shall have received residential funding and services for not less than one year prior to requesting age-out funding. Residential services funded by an individual, an individual’s family or any non-governmental entity (i.e. private pay) shall not qualify an individual for DDS age-out funding. A copy of any agreement between an individual’s family and the LEA that has funded residential supports for the individual shall be provided to DDS prior to any authorization for age-out funding.

**Grad (High School Graduate):** An individual eligible for DDS funding and services between the ages of 18 and 21 who (1) is living at home; (2) is graduating from high school; (3) has requested employment supports or day services upon graduation; and (4) does not receive residential funding and services of \$20,000 or more through a Vendor Service Authorization (VSA) or Contract Service Authorization (CSA).

**D. Implementation**

All requests for residential and day supports and services are managed through the regional Planning and Resource Allocation Teams (PRAT). Individuals, who will need supports and services when they graduate from school or age out of their funded residential support, must be referred to the local PRAT to be considered for future funding and included in the department's budgeting process.

1. Initial Request for Placement on the Planning List

a. Role of the Case Manager

At the time of the individual's annual plan; the individual's Case Manager submits a request to the local PRAT to have the individual placed on the Planning List. Time frames are as follows.

- Grads – when the individual becomes age 16 a Request for Service/Support should be submitted to the PRAT Manager. Age 16 marks the time when transition planning should begin.
- Residential and Day Ageouts – when the individual is placed out of the home or begins to receive residential supports of \$20,000 or more through an Individual Budget a request should be submitted to the PRAT Manager. That request shall include any information about current funding amount, source, expiration date and any commitments/or agreements made by the department including those based on the department's Memorandum or Understanding (MOU) with DCF.

The Case Manager is also responsible for maintaining the current residential and day program information in CAMRIS as this is the primary source of this information in the initial planning process.

b. Role of Transition Coordinator

The Transition Coordinators periodically audit the Planning List by comparing the names of the individuals on the Planning List with those in CAMRIS whose age and residential setting/support indicate that they qualify for future planning.

Transition Coordinators may serve as full or part-time members of the PRAT. They will work with the PRAT Manager to ensure that the Priority, Projected Date, LON and cost information are current and updated in the Planning List database.

2. Referral to Planning List

When an individual is anticipating graduation within two years, the Case Manager completes the PRAT "Request for Services" form, the Level of Need (LON) assessment tool, and Priority Checklist, and sends them to the local PRAT Manager.

3. Planning and Updates

- a. Case Manager notifies the PRAT Manager and the Transition Coordinator through a new PRAT Request for Services form of any changes in the individual's situation that impact planning e.g. residence, level of need, funding sources, projected graduation/ageout date.

- b. Age 18 - 21  
Case Manager or Transition Coordinator ensures families receive copies of the department's current relevant fact sheets and begins to explore various service/support options with the individual. The packet sent to the family will include:

- DDS Transition Fact sheet
- Resource Allocation and Individual budgeting process flow chart
- Person Centered Planning Fact sheet
- IDEA
- Portability Fact Sheet
- ISA fact sheet.

Individual/Family develop a proposed plan, identify projected service provider(s) and submit a DRAFT budget to PRAT.

4. Resource Allocation

- a. By April 15th prior to the year of completing educational services, if the person's level of support needs indicate that their support plan or cost for services meet the definitions of the Intensive Staffing in the Utilization Review Procedure, the Case Manager sends the Intensive Staffing request packet to PRAT for review and recommendations. This review is intended to assist the individual, family, and/or Case Manager in identifying cost of services with potential providers.
- b. One year prior to graduation and prior to the development of the Individual Plan, the Case Manager completes a Level of Need Assessment Tool (LON) and submits to PRAT to determine a funding range. PRAT identifies the level of need and funding range for the student and notifies the Case Manager. PRAT will work with the Transition Coordinators and Resource Managers regarding distribution of funds and priority setting with or without special guidelines from Central Office.
- c. PRAT makes final resource allocation decisions when the Department's budget allocation is known.
- d. PRAT sends letters to individuals/families notifying them of the resource allocation and start date.

5. Early Graduation

- a. Individuals who plan to graduate early (age 16-20), will be including in regional resource planning for the year in which they intend to graduate. All time frames are adjusted accordingly.
- b. Individuals who graduate early and have not been included in regional resource plans will be allocated resources for the year of graduation if available. If resources are not available for these early graduates, they will be included in the region's plans for the next fiscal year.

## **E. References**

Waiver Manual